

# **Hampton Neighborhood Commission**



*People. Partnerships. Possibilities!*

## **Neighborhood Organization Registration Program**

***Instructions &  
Contact Submission Form***

Rev 102011

# Neighborhood Organization Registration

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## Overview of Policy and Procedures

### I. Hampton Neighborhood Initiative

The Hampton Neighborhood Initiative is a partnership of neighborhood-serving organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any organization can participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the organization be inclusive, *is working at a neighborhood level and follows the guiding principles of the Hampton Neighborhood Initiative*. A participating neighborhood organization must demonstrate that they have given everyone in the organization the opportunity to participate. A neighborhood-serving organization is an inclusive group of neighborhood stakeholders who come together in order to work together to make their and other neighborhoods better.

The Guiding Principles of the Neighborhood Initiative are listed below:

1. *Hampton neighborhoods are valuable community assets.*
2. *City government should be flexible enough to serve the unique needs of individual neighborhoods.*
3. *Partnerships are critical. Everyone has a stake in neighborhoods and everyone has a contribution to make.*
4. *Neighborhoods should be places where families are strengthened and youth are supported.*
5. *Neighborhoods should be safe, offer economic opportunity, support social interaction and civic involvement, and provide recreation and education opportunities to all residents.*
6. *Neighborhoods should be places where people want to live.*

### II. Neighborhood Organization Registration Policy

#### A. Purpose of Program

The primary purpose of the Neighborhood Organization Registration Program is to serve as a tool in identifying and developing relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts.

#### B. Organization Definitions

##### a. Neighborhood-Serving Organizations

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components.

##### b. Neighborhood Partner

Neighborhood Partner organizations are primarily place based organizations that serve a smaller defined area of the Hampton community. These organizations, while representing unique interests and participating in various social activities, generally focus their efforts in a specific portion of the community but also represent a broad range of stakeholders. Examples: neighborhood association, block club, homeowners association, etc.

##### c. Community Partner

Community Partner organizations are primarily people based organizations that serve a broader area but a specific interest or activity in the community in the community. These organizations, representing residents from multiple geographic areas of the city, generally focus their efforts on

specific segments or interests of residents. Community Partners are typically not bound by geography but by scope or activity. Examples: PTSA, Scouts, recreational association, special interest group, etc.

### **C. Benefits of Registration**

- Recognition by the Hampton Neighborhood Commission
- School facility use without insurance
- Web-site development & linkage to the Housing & Neighborhood Services web page
- Inclusion in Hampton E-News for neighborhood related events, opportunities, and news.
- Priority access to training opportunities, including the Neighborhood College and workshops
- Technical assistance in
  - the outreach efforts of your organization
  - assessing the effectiveness of your organization
  - improving your organization and addressing complex quality of life issues

### **D. Annual updates**

Registered Neighborhood Organizations are required to annually update their contact information either through their Neighborhood Commission representative, Capacity Committee members, or Community Development staff person.

## **III. Neighborhood Organization Registration Procedures**

### **A. Form Submission**

All forms are to be submitted to or reviewed by a Hampton Neighborhood Commissioner either in person or electronically. Should the Community Development staff person receive a form prior to a Commissioner, staff will forward the form to the appropriate Commissioner for follow-up.

### **B. Commissioner Follow-up**

The District Commissioner will then make direct contact with the organization to discuss the group's history, purpose, goals, and any potential partnership opportunities in which the Commission may assist in helping the organization to achieve their goals.

### **C. Capacity Committee Update**

The district commissioner would share this information with the chair of the Capacity Committee. At their following meeting, the Capacity Committee may offer additional information to the District Commissioner or directly to the organization about specific resources and/or potential partnerships that may assist the neighborhood group in achieving their organization's goals. The Capacity Committee would then forward the list of newly identified organizations to the Hampton Neighborhood Commission for recognition as a Registered Neighborhood Organization.

### **D. Neighborhood Commission Recognition**

The newly identified organizations would then be invited to attend the following Neighborhood Commission Meeting to be recognized as a Registered Neighborhood Organization and a new partner in the Hampton Neighborhood Initiative.

### **E. Annual updates**

Registered Neighborhood Organizations will be contacted to annually update their contact information either through their Neighborhood Commission representative, Capacity Committee members, or Community Development staff person.

# Neighborhood Organization Registration Program

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## Initial Registration Form

The primary purpose of the Neighborhood Organization Registration Program is to serve as a tool in identifying and developing relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts. A neighborhood organization is defined as “an inclusive group of neighborhood stakeholders who come together in order to work together to make their neighborhood and other neighborhoods better.”

### **Organization Information**

*Please Type or Print Clearly*

**Name of organization:** \_\_\_\_\_

**Website address (if applicable):** \_\_\_\_\_

**Organization mailing address (if applicable):** \_\_\_\_\_

### **Please check the description that best describes your organization:**

- ☐ Neighborhood partner (neighborhood association, block club, homeowners association, etc.)
- ☐ Community partner (PTSA, Scouts, recreational association, special interest group, etc.)

### **What area of the city does your organization represent or communicate with regularly?**

Please include a map simple indicating the boundaries if available.

**Does your organization publish a newsletter?** ☐Yes ☐No

**What is the time and location of your meetings?** \_\_\_\_\_

**When was your organization formed?** \_\_\_\_\_

**Organization Background:**

**Briefly describe the purpose and goals of your organization** \_\_\_\_\_

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**Describe the methods your organization uses to obtain information and input from, and share information with your members and partners on an on-going basis**

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**Please share the events your organization has each year or plans to have.**  
(i.e. clean-ups, picnics, celebrations, socials, tournaments, galas...)

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**Primary Organization Contact:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ *(i.e. president, secretary, leader etc.)*

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Secondary Organization Contact:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ *(i.e. president, secretary, leader etc.)*

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**To submit your form please contact your Neighborhood District Commissioner.**

For more information on your area's District Commissioner, please visit [www.hampton.gov/neighborhoods](http://www.hampton.gov/neighborhoods)  
or contact the Community Development Department at 757-727-6140 or [neighbor@hampton.gov](mailto:neighbor@hampton.gov).